

ACF Administration for Children and Families	U.S. Department of Health and Human Services	
	1. Log No: CCDF-ACF-PI-2017-01	2. Issuance Date: 02/21/2017
	3. Originating Office: Office of Child Care	
	4. Key Words: Child Care and Development Fund (CCDF), Financial Reporting, States and Territories	

PROGRAM INSTRUCTION

TO: State and Territorial Lead Agencies administering child care programs under the Child Care and Development Block Grant Act of 1990 (the CCDBG Act), as amended, and other interested parties.

SUBJECT: Approved Revised Form ACF-696, the Financial Reporting Form for the Child Care and Development Fund (CCDF).

REFERENCES: The Child Care and Development Block Grant (CCDBG) Act of 1990 as amended; section 418 of the Social Security Act; 45 CFR Parts 98 and 99.

PURPOSE: This Program Instruction distributes the revised Form ACF-696 Child Care and Development Fund Financial Report, which was approved by the Office of Management and Budget (OMB) under OMB Control Number 0970-0163.

BACKGROUND: States and Territories use the Financial Report Form ACF-696 to report Child Care and Development Fund (CCDF) expenditures. Authority to collect and report this information is found in section 658G of the Child Care and Development Block Grant Act of 1990, as revised. In addition to the Program Reporting Requirements set forth in 45 CFR Part 98, Subpart H, the regulations at 45 CFR 98.65(g) and (h) and 98.67(c)(1) authorize the Secretary to require financial reports as necessary.

The Form ACF-696 provides specific data regarding claims and provides a mechanism for States to request Child Care grant awards and to certify the availability of State matching funds. States are required to use the Form ACF-696 to report expenditures for the three funding streams that comprise the Child Care and Development Fund--the Mandatory Fund, the Matching Fund, and the Discretionary Fund. Territories are required to use the Form ACF-696 to report expenditures for the Discretionary Fund only.

REVISIONS: ACF revised the Form ACF-696 to capture the amount spent by States and Territories on Infant/Toddler Quality Activities. This amount will be used to check compliance with the requirement that States and Territories spend at least 3 percent of expenditures on activities to improve the quality of child care for infants and toddlers. ACF has also removed the previous requirement for States and Territories to attach a narrative report to the 4th quarter submission. The accompanying instructions have been revised to provide additional guidance related to spending requirements and reconciling payment information.

SUBMISSION: Form ACF-696 is available for electronic submission in accordance with the Government Paperwork Elimination Act of 1998. Instructions for access to the electronic submission can be obtained from the appropriate Regional Office.

If the Lead Agency does not submit electronically, it must submit two copies:

- One copy with an "original signature" should be submitted to:

Administration for Children and Families
Office of Administration
Office of Grants Management
Division of Mandatory Grants (CCDF)
330 C Street SW
Washington, DC 20201

- A signed copy must also be submitted to the Administration for Children and Families Regional Office (see attached list).

NON-REPORTING PENALTIES: Failure to submit the ACF-696 report on or before the due date may be a basis for withholding financial payments, suspension, or termination.

INQUIRIES: Inquiries should be directed to the appropriate ACF Regional Office.

ATTACHMENTS: A. A copy of Form ACF-696
B. Instructions for completing Form ACF-696
C. Contact information for ACF Regional Grants Staff

/s/

Ellen C. Wheatley, Ph.D.

Acting Director

Office of Child Care

cc: ACF Regional Child Care Program Managers
ACF Regional Grants Managers